

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 11
JANUARY 16, 2013 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, January 16, 2013, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member
 Jill Johnson, Member

Staff Present: Bill Oakes, Director, Jerry Mingo, Dave Bonvouloir, Steve Marx, Connie Bowers

Others Present: Elaine Marlow, Budget Director, Janet Hall

Record @00:05

Roads

Subject/Description: Annual Road Levy Certification

Attachment: 2013 Road Levy Certification

Action Requested: Certification of 2013 Road Levy and Estimated Revenue Produced – Annual Report due to County Road Administration Board (CRAB)

Follow Up: Okay with full Board to move forward to Monday's agenda.

Subject/Description: County Drainage Project (CDP) Request: North Camano – Nellie Outfall

Attachment: Memorandum & Draft CDP

Action Requested: Authorization to move forward with County Drainage Project to repair and/or replacement of a culvert, conveyance, and outfall drainage system on North Camano Drive about 250 feet west of Nellie Street, a portion of which lies within an easement on private property. Construction to be completed both by contract and county forces. Total Appropriation: \$138,000.00.

Follow Up: Okay with full Board to move resolution forward to Monday's agenda.

Subject/Description: County Drainage Project (CDP) Request: Jones at Henni Road Outfall

Attachment: Memorandum & Draft CDP

Action Requested: Authorization to move forward with County Drainage Project for engineering and construction of a stormwater conveyance and outfall. Construction will be completed by both contract and county forces. Total Appropriation: \$86,000.00.

Follow Up: Okay with full Board to move resolution forward to Monday's agenda.

Solid Waste

Subject/Description: RFP – Biosolids Applications

Attachment: Briefing Summary

Action Requested: Approval for a contract extension with NW Liquid Transport for transport and application of Class "B" Biosolids for agricultural purposes. Contract expired 12/31/12. It was signed in 2009, effective 2010-2012 and provided for a 2 year extension.

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Follow Up: Okay with full Board to move forward to Monday's agenda.

Subject/Description: Recycled Materials Store: Contract for Services – Island County & Whidbey Animals Improvement Foundation (WAIF)

Attachment: Memorandum dated 1/2/13 from Jerry Mingo, to BOCC

Action Requested: Approval of contract for services between Island County and WAIF for the operation of a used materials re-use store at the Solid Waste Complex, Coupeville.

Follow Up: Okay with full Board to move forward to Monday's agenda.

Subject/Description: Application for Community Litter Cleanup Program Funds

Attachment: Litter Grant Application w/map & Beach list

Action Requested: Approval to move forward with Department of Ecology grant program for Community Litter Cleanup; Island County contracts with WSU Extension to coordinate the program. Project Timeline: July 1, 2013 – June 30, 2015; Amount: \$54,000.00

Follow up: Okay with full Board to move forward to Monday's agenda.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, January 16, 2013 at 9:40 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Kelly Emerson, Chair
Helen Price Johnson, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Bill Oakes

Record @ 25:18

Subject/Description: Job Requisition

Attachment:

Action Requested:

Public Works

- Cornet Bay Dock Manager – increase hours from 17 per pay period to 25 hours per pay period #008/13
Commissioner Emerson moved to approve Job Requisition #008/13. The motion was seconded by Commissioner Johnson and carried unanimously.

WSU

- MRC Assistant – 35 hours/week for 7 months – (employees status has been changed from an Independent Contractor to an employee in order to comply with IRS requirements. The employee has also been hired as the Civil Service Secretary) #007/13

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Commissioner Johnson moved to approve Job Requisition #007/13. The motion was seconded by Commissioner Emerson and carried unanimously.

**Juvenile & Family Court Services
Summary Minutes**

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, January 16, 2013, at 9:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair** **Staff: Pam Dill**
 Kelly Emerson, Member
 Jill Johnson, Member

Staff Present: **Brooke Powell, Court Administrator**

Others Present: **Elaine Marlow, Budget Director**

Record @ 30:58

Subject/Description: **Professional Services Agreement between Island County Superior Court & Allen R Emerson & Assoc.**

Attachment: Agreement

Action Requested: Approval of Agreement for Professional Services between Island County Superior Court & Allen R. Emerson & Associates; Term: 1/1/13 to 12/31/13; Compensation: Per diem rate of \$190.00/ \$95.00 per half day (4 hours or less).

Follow up: Okay with full Board to move forward to Monday's agenda.

**Sheriff
Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, January 16, 2013, at 9:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair** **Staff: Pam Dill**
 Kelly Emerson, Member
 Jill Johnson, Member

Staff Present: **Sheriff Mark Brown, Kelly Mauck, Wylie Farr**

Others Present: **Elaine Marlow, Budget Director**

Record @ 34:20

Subject/Description: Sheriff's Office staffing

Attachment: none

Discussion: Sheriff Brown and Undersheriff Mauck briefed the Board on staffing issues for both Camano and Whidbey Island and the potential impact on services.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 14
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**Island County Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, January 16, 2013, at 10:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member
 Angie Homola, Member

Present: Ana María d Nunez, Treasurer

Others Present: Elaine Marlow, Budget Director

Record @ 01:03:58

Subject/Description: Personal property write-offs

Attachment: resolutions

Action Requested: Approval to move forward with resolutions in the matter of cancellation of uncollectible personal property taxes four or more years delinquent and the cancellation of uncollectible personal property taxes as of February 2013.

Follow up: Okay with full Board to move both resolutions forward to a Monday agenda.

Subject/Description: Refund due report

Attachment: none

Information: Subject/Description: Refund due report

Attachment: none

Information: Approval to move forward to a Monday agenda for signature the Acknowledgement of Receipt of the Refunds Paid Report for 2012; Refunded \$785,000 and paid \$15,000 in interest in 2012.

Follow up: Okay with full Board to move forward to Monday's agenda. Ana Maria will provide a print out of the report to the Board.

Subject/Description: Supplement processing "only" personnel

Attachment: none

Discussion: Ana Maria will work with the Human Resources and Budget Director to identify funding options for a part-time temporary employee to assist in processing supplements.

Follow up: Bring back to work session in February.

Subject/Description: Partial Payment Servicing - delinquent taxes

Attachment: none

Information: New legislation, if passed, may require counties to accept payment on past due property taxes, penalties and interest by electronic funds transfer on a monthly basis. Automatic Funds Transfer Services, Inc (AFTS) has contacted the Treasurer and offered their services. Taxpayers would need to fill out an application and sign up for a monthly payment plan with AFTS. Ana Maria would like to inform the public that this service is available by including the application in tax statements.

**Monthly Financial Reports
From Auditor & Treasurer**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 15
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Summary Minutes

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, January 16, 2013, at 10:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member
 Jill Johnson, Member

Present: Anne LaCour, AnaMaria Nunez

Others Present: Elaine Marlow, Budget Director

Record @ 01:24:50

Subject: Monthly Financial Report

Attachment: [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASUER](#)

Subject/Description: Voucher for postage

Attachment: none

Action Requested: Approval of Voucher for postage for the February 2013 Election; Amount: \$5682.22.

Commissioner Johnson moved to approve Invoice #01162012 in the amount of \$5682.22. The motion was seconded by Commissioner Emerson and carried unanimously.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, January 16, 2013 at 11: 00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member
 Angie Homola, Member

Staff Present: Bob Pederson, Director, Paula Bradshaw, Will Simpson, Brad Johnson

Others Present: Elaine Marlow, Budget Director

Record @ 01:47:12

Subject/Description: Public Benefit Ratings System (PBRs)

Attachment: Ordinance C-48-10

Information: The Planning Department, in conjunction with the Assessor's physical inspection cycle, has re-rated open space properties according to PBRs criteria. Owners of properties being re-rated will be notified and Planning will bring their recommendations forward to the Board for action.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 16
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Subject/Description: Continued discussion of the 2013 work program (cont. from 12/19/12)

Attachment: 2013 Work Program

Discussion: Planning continued their review of the 2013 Work Program. Bob Pederson reviewed for the Board the Annual Review Procedures in ICC 16.26.060.

The Board discussed briefly the process for rezoning properties on Camano (across from the Camano Annex) from the current zoning of Light Manufacturing to Rural Center and allowing for the ability to operate a small business within the APZ.

Follow up: Continue discussion to the February 6, 2013 work session.

**WSU / Extension Services
Summary Minutes**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, January 16, 2013, at 11:40 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Tim Lawrence, Director

Others Present: Elaine Marlow, Budget Director, Richard T. Koenig, Jim Kropf, WSU, Western District Director

Record @ 02:25:05

Subject/Description: Introduce new WSU Extension Director

Attachment: none

Discussion: Tim Lawrence introduced the new WSU Extension Director, Dr. Richard T. Koenig, and discussed how WSU Extension can effectively work with Island County.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, January 16, 2013, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Kelly Emerson, Chair
Helen Price Johnson, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Keith Higman, Director, Kerry Graves, Dr. Graves, Suzanne Turner, Colleen Keefe, Dr. Roger Case

Others Present: Elaine Marlow, Budget Director

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Record @ 02:45:36

Add-on - Administration

Subject/Description: Flu activity

Attachment: none

Information: Colleen Keefe reported on flu activity in Island County.

Subject/Description: Freeland Park Educational Interactive Exhibit

Attachment: contract

Action Requested: Approval of contract with Edquist Davis Exhibits for Freeland Park Educational Exhibit; for design of an educational interactive exhibit for Freeland Park in south Holmes Harbor; Contract No. HD-02-2013; Contract Period: 1/10/13-6/30/13; Contract Amount: \$14,995.00.

Follow up: Okay with full Board to move forward to a BOH agenda.

Assessment

Subject/Description: Chronic Disease Prevention Specialist position

Attachment: none

Action Requested: Approval to work with Human Resources on a Job Requisition for a Chronic Disease Prevention Specialist position.

Follow up: Okay with full Board to work with Human Resources.

**Commissioners Agenda
Summary Minutes**

The County Commissioners met during Work Session on Wednesday, January 16, 2013 at 1:15 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: **Helen Price Johnson, Chair**
 Kelly Emerson, Member
 Jill Johnson, Member

Staff: Pam Dill

Others Present: Elaine Marlow, Budget Director

Record @ 03:05:00

Subject/Description: Consider applicants for the Planning Commission

Attachments: yes

Action Requested: The Board reviewed the applicants for the Planning Commission positions.

Follow up: Okay with full Board to move recommendation for District 1 forward to Monday's agenda and re-advertise for the District 2 position through February 5, 2013.

Subject/Description: Protocol for Notice of Attendance

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 18
JANUARY 16, 2013 – WORK SESSIONS**

Attachments: none

Discussion: In an effort to increase transparency, the Board in 2008 began the practice of sending out a Notice of Attendance (NOA) when more than one Board member attended events. The Board agreed to continue the practice of NOA's unless the event is in a private home.

A Special Session Notice was issued for the Old Goats Fully Informed Voters Lunch on Friday, January 18, 2013 at the Useless Bay Golf and County Club due to the fact that Commissioner Johnson would be a guest speaker and Commissioner Emerson planned to attend. Commissioner Emerson requested a written Legal Opinion regarding the need for the Special Session Notice.

A majority of the Board agreed to not allow for public comment at work session unless advertised ahead of time.

Follow up: The Board will discuss further "Adopted Rules of Order for Conducting Meetings" at an upcoming work session.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Kelly Emerson, Member

Jill Johnson, Member

ATTEST:

Elaine Marlow, Clerk of the Board